

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: December 16, 2013
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown (late), Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James VanderRoest

Absent: None

CALL TO ORDER:

President TenBrink called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Richard Atwell, 1706 Merrill, said he was responsible for the Board members having to move to different chairs. He told Board members he appreciated their willingness to actively pursue the issues he had raised related to accessibility saying he had severe hearing loss which he has learned to cope with in many ways. He told them a friend of his in the Audiology Department at WMU calls hearing loss the invisible disability because, unless someone is directly affected by the disability, it is unseen. The issue is about more than simply being louder but also about clarity, diction, voice and visual cues that can help contextualize what a person is saying. He hoped those with soft voices did not think he was picking on them. R. Atwell again thanked the Board for their understanding and said he was confident things were moving in the right direction.

Board members thanked R. Atwell for his comments.

III. CONSENT CALENDAR

A. Minutes of the Board Meetings of October 28, 2013 and November 25, 2013

With the absence of Board Secretary F. Brown, President TenBrink appointed Trustee R. Brown as acting secretary for the December 16, 2013 Board of Trustees Meeting.

B. Personnel Items (none)

IV. FINANCIAL REPORTS

A. Financial Reports for the Months Ending October 31, 2013 and November 30, 2013

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the months ending October 31, 2013 and November 30, 2013.

Discussion: V. Wright asked when the back-up generator would be replaced at Central Library. Director Rohrbaugh said the plate underneath the generator would be replaced soon and S. Lindemann would be looking for a replacement for the generator in the next six to nine months.

MOTION: L. GODFREY MOVED AND B. CAPLE SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTHS ENDING OCTOBER 31, 2013 AND NOVEMBER 30, 2013.

MOTION CARRIED 6-0.



V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Non-Resident Fee for 2014*

Recommendation: Director Rohrbaugh recommended the Board increase the non-resident fee for 2014 to \$175 per household and \$87.50 per student non-resident card.

Executive Summary: The non-resident fee for 2014 was based upon the average tax on a residential parcel within the library district. The average was calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2014 calculated at \$175.13 per household. During 2013 the library sold 24 household and 1 student non-resident cards, comparable to the 2012 sale of 30 household and 0 student non-resident cards.

Total parcels in the library decreased by 396 households during the year to total 33,697 while the taxable value of residential parcels fell by 0.1% (\$1,571,640). This resulted in a total increase in the district average residential property tax of \$468 per parcel.

Calculations for 2014 were:


Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,944	756,062,384	\$37,909	\$150.06
Kalamazoo Twsp	6,914	256,987,804	\$37,169	\$147.13
Oshtemo Twsp	6,235	430,571,237	\$69,057	\$273.35
Texas Twsp	584	46,352,931	\$79,371	\$314.18
Total Library	33,677	1,489,974,356	\$44,243	\$175.13

Calculations for 2013 were:

Unit	No. of Parcels	Residential Taxable Value	Avg. Taxable Value/Parcel	Library Tax \$ Per Parcel
Kalamazoo City	19,956	761,326,673	\$38,150	\$151.01
Kalamazoo Twsp	7,204	260,452,271	\$36,154	\$143.11
Oshtemo Twsp	6,328	424,025,395	\$67,008	\$265.24
Texas Twsp	585	45,741,657	\$78,191	\$309.50
Total Library	34,073	1,491,545,996	\$43,775	\$173.27

Discussion: Director Rohrbaugh said this was a familiar recommendation for the December Board meeting. This recommendation would set the non-resident fee for the 2014 calendar year at \$175 per family. She said there was a formula the library used to calculate the rate each year. This year the rate came to \$175.13, an increase over the 2013 rate of \$170 per family. L. Godfrey asked if the student rate was again half the cost of the family rate. Director Rohrbaugh confirmed that it was.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO INCREASE THE NON-RESIDENT FEE FOR 2014 TO \$175 PER HOUSEHOLD AND \$87.50 PER STUDENT NON-RESIDENT CARD.

MOTION CARRIED 6-0. 

B. Calendar of Meetings for 2014

Recommendation: Director Rohrbaugh recommended the Board adopt a calendar for meetings for the 2014 calendar year.

Executive Summary: A suggested calendar for Board meetings during the 2014 calendar year was developed for Board member's consideration.

January 27, 2014
 February 24, 2014 (Washington Square Branch)
 March 24, 2014
 April 28, 2014 (Powell Branch)
 May 19, 2014
 June 23, 2014
 July 28, 2014
 August 25, 2014 (Eastwood Branch)
 September 22, 2014
 October 27, 2014 (Oshtemo Branch)
 November 2014 (no meeting)
 December 15, 2014

Discussion: Director Rohrbaugh said it was also typical for the Board to set their schedule of meetings at the December Board meeting since they were now on a calendar year. She said a proposed schedule for January through December 2014 was attached to the recommendation noting some meetings were scheduled to be held at a branch. L. Godfrey said she was happy to see meetings scheduled for the branches and asked what the significance of the schedule was since it used to be that the meetings at branches were always held in the summer. Director Rohrbaugh said the meetings were spaced out and set for dates that the meeting rooms at the branches were available. E. Cloyd said another consideration was the expected items brought to each of these meetings. Meetings that were expected to be heavy would be held at Central Library.

J. VanderRoest asked if the January and June meetings were set as to not conflict with ALA. Director Rohrbaugh confirmed the June meeting did not conflict with the ALA Annual

Conference but she was unsure about ALA Midwinter Meeting in January, but acknowledged the library did not generally send staff to this conference.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE CALENDAR OF MEETINGS FOR THE 2014 CALENDAR YEAR.

MOTION CARRIED 6-0.



REPORTS:

C. Digital Lab – Kevin King

Report: Director Rohrbaugh invited K. King to report on the prospect of creating a Digital Lab at the library. K. King said he was excited about this possible project and the fact that its development and service would cross many departments at the library. This cross departmental involvement is reflected in the make-up of the task force charged with the consideration of this new service, which may be available as early as Spring 2014. K. King read off the goal for the Digital Lab from his PowerPoint presentation: “Provide patrons with access to digital tools to enable creativity, preserve the past, and assist in navigation of our increasingly digital world.” He said the tentative name for the Digital Lab was “The Hub” and that it would provide access to many tools community members may not have access to currently.

K. King said the lab would have open hours 12-14 hours per week with programs scheduled in the room outside these times. He said a patron survey had been conducted and he had met with community stakeholders from organizations such as Public Media Network and the Center for New Media from KVCC to discuss the plans for the lab and their perception of the most needed types of services The Hub could offer based on their experience with community members. The original plan for the Digital Lab was to have it in the old Computer Training Lab on the third floor of Central Library. After considering the accessibility of this room and desire to have programs related to Digital Literacy in the Van Deusen Room, the decision was made to renovate the storage closet directly north of the Van Deusen Room for the Digital Lab and move the storage currently in this space back to the computer training lab.

K. King said the Digital Lab would offer free/low cost open source software as well as high end expensive software patrons may not be able to afford. The lab will be a blended system offering both PCs and Macs. The new services will begin being offered in phases with the first being digitization services. Everything patrons need to digitize cassettes, tapes, photographs, etc. will be available. Following this first phase, the Digital Lab will offer software for production and post-production of movies, mp3s, podcasts, etc. After meeting with Public Media Network, the Center for New Media at KVCC, the Communications Department from WMU, and the Kalamazoo Institute of Arts it was clear KPL could offer the basic training for this type of production and post-production that could be preparation for community members wanting to gain more education at one of these other organizations. A later stage to the Digital Lab would be a digital literacy aspect. K. King said he hoped the library could purchase 30 chrome books and offer classes in the Van Deusen Room.

Discussion: President TenBrink asked when the Digital Lab may be launched. K. King said the plan was to have it launched in late spring/early summer 2014. President TenBrink asked if patrons would be able to reserve a computer for a specific time or if it would be first come first serve. K. King said this was not something that had been determined yet but the open hours for the lab would be listed on the website. K. King next showed the progress that has been made in

regards to the Digital Lab: K. King has met with community stakeholders, a list of necessary equipment has been developed, and S. Lindemann has been working on plans for the redesign of the space. K. King said one of the major things that still needed to be determined was funding and that he expected funding would come from a number of sources including the Operating Budget, Capital Improvement Plan, interest from the endowment, Local History Fund at the Kalamazoo Community Foundation and outside grants, gifts, or sponsorships.

President TenBrink asked if some of the things planned for the lab could be done at KVCC. K. King said some may be but you would likely have to be a student. L. Godfrey said much production and post-production work could be done at Public Media Network but, in order to use this software and hardware successfully, one already had to have a basic skill set. K. King said he thought the library would be more accessible for people to use than Public Media Network. He added was a great example of how the Digital Lab could offer the 101 level knowledge that, once learned, people could use in their work at Public Media Network.

K. King said B. Timmerman and the other Local History staff were very excited about the digitization equipment. Teen is excited to be able to offer some software for teens who are interested in entering the Teen Film Fest. K. King said there was worry when the Teen Film Fest was first launched that the winners would be those whose parents were wealthy enough to provide them with the expensive software needed for post-production. V. Wright asked if children were being taught to code in school. K. King said most people who were learning coding now seemed to be self-taught. R. Brown asked if the library had thought about offering software for graphic design. K. King said this was considered but did not score high on the survey. The survey showed patrons were most interested in digitization and post-production editing. He said some Digital Labs at other libraries even have sound studios.

R. Brown said he expected the library to have children coming in wanting to write games. He asked if K. King had considered Linux operating systems. K. King said he would consider Linux for the Digital Lab. L. Godfrey asked how much money the lab would cost. K. King said the numbers were still being pulled together. Director Rohrbaugh said the Digital Lab was the main reason the Fund Development and Allocations Committee would be meeting in January and that the money would be coming from many sources including some larger year end gifts to the library earmarked for technology. Director Rohrbaugh said it was still unsure what renovation costs for the room would be but the equipment would likely cost around \$20,000.

R. Brown said one of the really appealing things about this was that the library could offer high end software that was so commonly out of reach to patrons. He said the room would also be available to Local History staff to digitize the library's collection. J. VanderRoest asked if Local History staff could also digitize microfilm and microfiche. K. King confirmed they would be able to digitize microfilm and microfiche and said the Digital Lab would have the capacity to double their capacity to digitize. J. VanderRoest commented the library may be able to also teach patrons how to create searchable databases for which to store their newly digitized information.

Disposition: Trustees thanked K. King for his report.

(Trustee F. Brown arrived at 4:43 p.m.)

D. Legislative Report – Diane Schiller

Report: D. Schiller said House Bill 4393 was passed on December 11th amending the Michigan Election Law. Ballot language for elections must now be turned in by the 12th Tuesday preceding the election rather than, as it was in the past, 70 days before the election. D. Schiller said this new law did not take effect for 120 days and, therefore, would not affect the May 2014 election. L. Godfrey noted if the millage vote failed in May 2014, the library would only have one week to decide if it wanted to be on the August ballot and resubmit language.

D. Schiller said five Senate Bills affecting PA 152 were enrolled the week prior to the Board meeting and would be heading to the Governor for his signature. These bills clarified the medical benefit year and what medical benefit costs entail, for example, whether Health Care Savings Plans or payments in lieu of medical insurance for those employees that opt out of insurance at the library are considered medical benefit costs or not. Also, if a public entity chooses to opt for the 80/20 rather than the cap, a majority vote by the governing body of the entity must be done once per year rather than preceding each new contract. Another modification was the medical cap for the two person family which increased from \$11,700 to \$12,250. D. Schiller said this would not be effective for the library until July 1, 2014.

D. Schiller said adjustments had also been made to the Corridor Improvement Authority Act. She said there were currently no Corridor Improvement districts within the KPL district. This act allows for the capture of taxes for specific purposes under specific circumstances. The modification affects how taxes are captured in districts that have experienced three consecutive years of tax revenue reductions. If taxable values in a district undergo three years of tax revenue reductions, by amendment, the original assessed value can be decreased. Therefore, if the following year experiences an increase in tax revenues, a percentage of this increase can be captured. As this act stands now, the original taxable value must be fully regained before taxes can be captured. D. Schiller said she did not know what the amendment requirements were at this time.

Director Rohrbaugh said she had something to add to this part of the Legislative Update since she had gotten a letter from Oshtemo Charter Township about wanting to put into effect a Corridor Improvement Authority for a “non-motorized facility” along the west side of Drake Road from West Main Street to Stadium Drive. This, she gathered, was essentially a bike path and a sidewalk. She said this would not result in any reduction of current tax revenues for local taxing authorities but it would withhold some percentage of tax revenues on new construction. A public hearing regarding this was scheduled January 14th and Director Rohrbaugh anticipated the township would soon be asking the library whether it would be opting in or out of this authority.

Director Rohrbaugh said the library had historically never opted out of this sort of tax capture but this did not necessarily mean the library would want to opt in to this authority. Director Rohrbaugh read a short section of the letter she had received from Oshtemo Township. L. Godfrey noted that most of that side of the street was developed and much of it had a sidewalk already. C. TenBrink said she thought this was a sidewalk and a bike lane along Drake Road.

Director Rohrbaugh read from her letter that the purpose of the January 14th meeting was to “hold a public hearing on the adoption of a proposed resolution creating and providing for the operation of the Oshtemo Charter Township South Drake Road Corridor Improvement Authority”. B. Caple asked what the financial impact of opting in or out of the authority would be. Director Rohrbaugh said she did not know and the library would have to make its best guess

but it would likely be some percentage of new growth in the township. L. Godfrey said it would surely include the Costco development. Director Rohrbaugh added that Oshtemo Township was the only place that the KPL district was experiencing some tax revenue growth.

R. Brown reminded meeting attendees the library would not be losing anything it already had but would be losing at least some of the increase in tax revenue it would experience in the future. He said there was going to be an increase, likely a rather significant increase, with the Costco going in on the corner of Stadium and Drake roads. And though the library had never opted out in the past, it may be time to consider opting out of this authority. Director Rohrbaugh said this was a huge topic in the library world. L. Godfrey noted most libraries have been fighting these types of tax captures. Director Rohrbaugh said this specific authority was not near a library. The TIF money captured downtown is used for purposes that specifically affect Central Library where this tax capture would not affect the library to the same extent.

L. Godfrey said the Public Hearing would be on whether the authority should be instituted and many people attending the public hearing would not have an idea of the implications such authority would have. She encouraged Director Rohrbaugh to attend the meeting and consider speaking about the library's concerns. R. Brown asked who else would be effected by this new authority. Director Rohrbaugh said Kalamazoo Public Schools may be, Kalamazoo Valley Community College, Kalamazoo County and Oshtemo Charter Township. J. VanderRoest asked if the money captured would have to be spent on this specific area. Director Rohrbaugh confirmed it likely would be and said she imagined the parameters for how this money was spent would be narrower than those of a Downtown Development Authority. She said she would keep Board members informed on this subject.

Disposition: Trustees thanked D. Schiller and Director Rohrbaugh for the report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—J. VanderRoest said the committee would be meeting in January prior to the Board meeting to review the midyear budget revisions.
- B. *Personnel Committee*—no meeting.
- C. *Fund Development and Allocations Committee*—Director Rohrbaugh said the committee would be meeting in early January.
- D. *Director's Building Advisory Committee*—Director Rohrbaugh said the committee had not met but she had an update on the building project. She told Board members B. Timmerman would be giving them a tour of the expanded and renovated Local History Room following their meeting. She said the Story Place in the Children's Room was finished and work in the Children's Room opening up the old Story Room and moving shelving would be completed soon. She said staff expected to celebrate the changes to the room at the February First Saturday@KPL.

VII. OTHER BUSINESS

- A. *Director's Report*

Report: Director Rohrbaugh drew attention to item two and the new name of the Children's Activity Room: the Story Place. She also mentioned the impressive lists of grants in item four for

the Anti-Racism Team, Reading Together, and Global Reading Challenge. Director Rohrbaugh said she had heard from the schools following the November Board meeting and, as stated in item five, they did intend to go for a renewal of the countywide enhancement millage in May 2014. She said she expected to bring a recommendation for the millage to the January Board meeting. Lastly, Director Rohrbaugh drew attention to item fourteen and the progress of Reading Together. She distributed copies of the two books to the trustees and said a brochure of events would be available in January.

Discussion: J. VanderRoest also mentioned that the library had once again received a \$5,000 year end gift from the Wong Foundation. This money was intended for technology and would be put towards the Digital Lab. L. Godfrey said Director Rohrbaugh's involvement with the D's as stated in item one made her very good at talking about and explaining tax incremental financing as a way of capturing tax money for things such as a Corridor Improvement Authority. She also asked if the list of Global Reading Challenge books was on the website. S. Warner answered that the list was on the website. R. Brown asked if the *Reading Together To Go* books were being tracked. M. Cockrell said there was info on each book about how to check back in after reading it.

J. VanderRoest said he was experiencing lag time between checking out magazines on Zinio and the magazine downloading. He asked if this was something with the library's service or related to his connection. M. Cockrell said it likely had to do with his connection. C. TenBrink thanked K. Santamaria for copies of the Reading Together books saying she was looking forward to the events this year.

V. Wright asked what Michigan Radio had asked about for the interview mentioned in item six. Director Rohrbaugh and M. Cockrell said the talk did not seem very focused and they were unsure what type of information the interviewer was seeking. V. Wright asked about the additional camera on the second floor asking if this was needed because the space had been opened up. M. Cockrell confirmed this was the case and there was now more area that needed to be seen. She also asked if the library was being used as a heating station by community members. Director Rohrbaugh said anecdotal evidence seemed to suggest this was the case. F. Brown asked about the new transportation setup for Head Start mentioned in item eight. S. Warner said when Head Start used to be part of the county, each of the bus drivers also worked in the classroom. KRESA has outsourced bus service, however, and buses are not available for field trips, therefore, librarians will be taking storytimes to the classrooms.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey said she liked changing seats in the Board Room and now enjoyed being on the left side of the table.
- V. Wright commented that the Holiday Tea was a lovely event.
- B. Caple said he found Zinio to be very difficult to use on a PC but, now that he had a tablet, he found the service much easier to use. He applauded the initiative for planning The Hub saying he thought it would be a valuable resource in the community. The

library gave up computer training but he was happy with the direction planned for this new service. B. Caple also said he had the opportunity to meet Martha Beverly saying she was very complimentary of the Board of Trustees at KPL.

- J. VanderRoest said it was difficult having his back to the audience now that he was on the other side of the table. He also wished everyone Happy Holidays and said he was disappointed not to have been able to attend the Holiday Tea.
- President TenBrink said she attended the Holiday Tea and the food and company were both good. She said she also attended a nice Holiday Dinner for the Friends at the Park Club.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:20 p.m.

X

Robert Brown
Secretary